

Little Traverse Bay Bands of Odawa Indians Job Posting

Job Title: Administrative Assistant
Department: Kikaajik/Elders Department
Reports To: Kikaajik/Elders Department Director
Status: Non-Exempt
Salary Level: \$11.85 to \$16.03 per hr. / (\$24,648-\$33,342) Annual
Level: 2
Opens **March 27, 2015**
Closes: **April 17, 2015**

SUMMARY

Under supervision of the Kikaajik/Elders Department Director, provide clerical and office support utilizing excellent customer service to both external and internal clients of the Kikaajik/Elders Department. The Administrative Assistant will work closely with the Director to accomplish the goals and objectives of the Kikaajik/Elders Department. The Administrative Assistant will assist with promoting and administering activities for Elders of the Little Traverse Bay Bands of Odawa Indians by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provide excellent customer service response to our Elders.
- Perform the Administrative Assistant duties for the Director of the Kikaajik/Elders Department and Elders' programs.
- Manage general office functions including: office machines (toner, paper, etc.), general office cleanliness, read and route incoming mail, type routine correspondence,
- Organize and maintain file system. Set up files for all Elders and record status changes on all Elders records as necessary (i.e. change of address, change of phone, marital status)
- Answer and screen Departmental telephone calls and visitors, directing to the appropriate staff or department. Serve as liaison to Elders, answering questions and providing information.
- Submit PO request for Elders reimbursement programs.
- Maintain Department calendar. Schedule meetings, conferences and appointments for Kikaajik/Elders Department as requested.
- Arrange with Accounting necessary travel reservations and itineraries; anticipate and prepare background materials as needed.
- Attend Elders meetings and activities as requested by the Director.
- Assist Kikaajik/Elders Department Director in the planning, organizing, and execution of recreational activities, events and travel as requested.
- Maintain office supply inventory, submit and track purchase orders.
- Attend appropriate training as required.
- Maintain confidentiality of all files and accounts of the Elders' Program.
- Performs other similar or related duties as requested or assigned.

COMPETENCY:

The employee must have above average computer knowledge, general clerical skills including typing, filing, and multi-line phone system and be able to prioritize and plan work efficiently. The employee must have the capability to maintain the highest level of confidentiality. Proficient use of office machines (copier, fax, etc.) is required. Must possess strong interpersonal communication skills, both verbal and written along with proven experience in customer service.

WORK ENVIRONMENT

Fast paced multi-tasking environment, sitting for long periods of time, bending, lifting, and reaching. Position is full time with occasional weekend and after hours work required.

EDUCATION and/or EXPERIENCE:

High School diploma or equivalent and two years office experience is preferred. Associate's degree in appropriate field preferred.

OTHER SKILLS and ABILITIES:

Familiar with local Native American culture and community. Ability to speak Anishinaabemowin a plus. Ability to provide empathetic response to Elders in distress is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Michigan driver's license, reliable transportation. CPR Certification preferred. Individual must be able to pass a criminal background investigation.

OTHER QUALIFICATIONS:

Indian Preference will apply.